Request for Schedule C Appointing Authority

Agency Name: DEPARTMENT OF THE NAVY **Print Date:** 10/16/2017

POC: VIRGINIA LEBLANC **Phone:** (888) 888-8888 **Fax:** (888) 888-8888

Request No: DN180003 **Request Type:** APPOINTMENT **Position:** REGULAR C

Candidate: ANNMARIE BAXTER **Grade/Step:** GS-7/1 **Salary:** $44,941

Position No: DNGS12623 **Title:** SPECIAL ASSISTANT TO THE CHIEF OF STAFF

Series: 00301 **Desc:** MISCELLANEOUS ADMINISTRATION AND PROGRAM

Date PD certified as Schedule C per 5 CFR 213.3301(a): 10/12/2017

Organization ID: **Org. Name:** DEPARTMENT OF THE NAVY

Supervisor No: DNES01817 **Supv. Title:** CHIEF OF STAFF

Supervisor Name: JOHN ODEGAARD **Supv. Position Type:** NONCAREER

GEO Location: PENTAGON, ARLINGTON

Schedule C Certification Statement

I certify the Schedule C position above, that we request the Office of Personnel Management to except from the competitive service because of the confidential or policy-determing character, was not created solely or primarily in order to detail the employee to the White House.

Department / Agency Head or Designee: Michael L. Rhodes, Director, Administration

Signature: _____ Date Signed: 10/12/17

Agency White House Liaison

Name: Michael P. Duffey, Special Assistant Phone: _____

Signature: _____ Date Signed: 10/16/17

OPM USE ONLY

☐ Approved ☐ Disapproved ☐ Return without Action

OPM Approving Official: _____ Date Signed: _____

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1019, Version November 2008

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: DNGS-12623

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*:

3. Service: [X] Hdqtrs [ ] Field

4. Employing Office Location: Arlington, VA

5. Duty Station: Arlington, VA

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interest

9. Subject to IA Action: [ ] Yes [X] No

10. Position Status: [ ] Competitive [X] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1–Non-Sensitive [ ] 3–Critical [X] 2–Noncritical Sensitive [ ] 4–Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Special Assistant to the Chief of Staff	GS	0301	07	VML	09/20/2017
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Navy

a. First Subdivision: Office of the Secretary of the Navy

b. Second Subdivision:

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*:

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor: John E. Odegaard, Chief of Staff

Signature: [signature] Date: 10-12-17

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

Signature: Date:

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: Michael B. Chase, DCHR

Signature: [signature] Date: 12 OCT 17

22. Position Classification Standards Used in Classifying/Grading Position:

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: TS/SCI

25. Description of Major Duties and Responsibilities *(See Attached)*

Special Assistant to the Chief of Staff
Secretary of the Navy
GS-301-07
PD # DNGS-12623

I. INTRODUCTION

This position is located in the Office of the Secretary of the Navy (SECNAV) in the Department of the Navy (DON). The incumbent of this position serves as a Special Assistant to the Chief of Staff for SECNAV and provides administrative support of great interest and concern to the Chief of Staff. A confidential relationship of Schedule C nature is imperative since the performance of these duties requires an intimate knowledge of the views, plans, and interests of the Secretary of the Navy and DON as a whole.

II. MAJOR DUTIES

The incumbent performs the following duties:

Assists in office administration and special projects at the direction of the Chief of Staff, including the maintenance of policies, plans, and programs of the DON. The incumbent provides administrative support on matters considered both public and sensitive in nature.

Replies to inquiries, prepares briefing papers, position papers, and any related matters as directed by the Chief of Staff. The incumbent conducts research, review, and surface analysis based on internal and external information sources, to prepare such replies or background documents, including existing regulations and procedures.

Prepares administrative guidance for efficient operation of the office and oversees internal workflow and workload to assure accomplishment of all necessary and assigned tasks.

Maintains contacts with a variety of subject matter and program specialists within and external to the DON, in order to schedule and coordinate meetings, obtain information or viewpoints, or any other actions connected to the transaction of DON business as directed.

Performs other duties as assigned.

III. FACTORS

Factor 1. Knowledge Required by the Position

A foundation of basic knowledge, such as may have been gained through a baccalaureate educational program, or its equivalent in experience, training, or self-study) and skill in performing developmental assignments, rapidly learning the technical work, and advancing to higher level work in the occupation. This includes knowledge and skill in fact-finding, analysis, problem solving, writing, learning to interpret regulations and policies, dealing effectively with

people, and a practical understanding of the operations of economic, political, educational and social institutions.

Factor 2. Supervisory Controls

The supervisor assigns projects or tasks indicating generally what is to be done, the quality and quantity expected, deadlines, and priorities of assignments. The supervisor provides specific guidance on new or unusual assignments. The employee carries out recurring assignments independently, but requests assistance from the supervisor when new or unusual work problems or issues are encountered. Completed work such as reports, letters, or memoranda are reviewed for technical accuracy, appropriateness of methods used, and compliance with instructions. Assignments of a type the employee has not previously performed are reviewed in detail. When the final work product is the result of face-to-face discussion or negotiation, a supervisor or experienced worker typically is present or available to assist with unusual problems.

Factor 3. Guidelines

The incumbent performs assignments covered by specific guidelines which are available for reference, if needed. Judgment must be used in selecting the appropriate established procedures or applying the correct guidelines to accomplish the assignment. When situations not covered by established guidelines arise, the employee typically consults with the supervisor or a more experienced worker.

Factor 4. Complexity

Assignments are to solve problems of limited complexity because the facts are clear, undisputed, few in number, closely related to one another, and obtainable from a few sources. Answers generally can be obtained by logically organizing the facts and comparing them to clear-cut precedent cases or principles.

The decision regarding what needs to be done involves choices in the sequence of fact-finding steps, the manner of presenting findings, and selection of a few precedent situations or clear principles to follow. Obvious discrepancies in facts can be resolved by additional fact-finding, or by reviewing additional documents.

Actions to be taken differ according to the specific factual situation involved.

Factor 5. Scope and Effect

The incumbent performs clearly defined assignments typically involving application of principles, clear precedents, or specific rules to solve a problem of limited scope (e.g., to collect factual information from witnesses and files related to an allegation of discrimination based on failure to promote an employee because of race).

The effect of the work is primarily to provide assistance to higher level employees by relieving them of more routine work assignments, and/or to facilitate program execution efforts performed by higher level specialists or managers.

Factor 6. Personal Contacts

Personal contacts are with Secretariat supervisors and managers, employees, complainants, complainant's representatives (attorney and non-attorney), union representatives, commanders and representatives of serviced activities, and with equal employment program specialist and personnel management specialist from different levels within the DON. Contacts vary in content, and the role and authority of each party must be established during the meeting.

Factor 7. Purpose of Contacts

The purpose is to obtain, clarify, or give facts or information. The nature of facts or information ranges from simple facts to highly complex procedural information.

Factor 8. Physical Demands

Regular and recurring work is generally performed sitting at a desk, except for brief visits to work sites. No special physical exertion is required.

Factor 9. Work Environment

The work generally is performed in an office setting except for occasional visits to work sites involving everyday risks and discomforts.

IV. OTHER CONDITIONS

The incumbent must be able to obtain and maintain a SECRET security clearance and access to classified information.

This position requires the individual to maintain unescorted access to the Pentagon as a condition of employment.